



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION**

BIDDING DOCUMENTS

For

**“DISPOSAL OF VEHICLE OF SBP BSC,
NORTH NAZIMABAD”**

December, 2023

General Services Unit, State Bank of Pakistan (SBP BSC) North Nazimabad 1st Floor, Karachi -74600,
Phone: (92-21)-99005230 Website: www.sbp.org.pk; Email; gsu.nn@sbp.org.pk



**STATE BANK OF PAKISTAN
BANKING SERVICES CORPORATION
NORTH NAZIMABAD
KARACHI**

NOTICE FOR DISPOSAL OF VEHICLES

**No. Disposal Notice / 65600 /2023
Dated: 11 December, 2023**

SBP Banking Services Corporation North Nazimabad, Karachi invites sealed offers for disposal of the following vehicles:

Description	Make	Units	Model
Motor Vehicle	Suzuki Bolan	1	2006

The vehicle is placed at State Bank of Pakistan, North Nazimabad, Karachi and may be inspected on any working day between 10:00 AM to 4:00 PM.

1. Bidding documents containing detailed terms and conditions, etc. may be collected free of cost on submission of a written application from the address given below during office hours after publication of IFB till closing thereof.
2. Sealed bids / offers along with earnest money /security amount of **Rs. 10,000/- (Rupees ten thousand only)** for Motor Vehicle in the form of Pay order /Demand Draft drawn in favor of SBP BSC (Bank) North Nazimabad must be submitted by **Tuesday, January 02, 2024 till 03:00 pm**. Bids will be opened on the same day at **03:30 pm**, in DCM Chamber at the address given below. Security amount will be returned to the unsuccessful bidders under written request on letterhead after scrutiny of the offers.
3. This tender is only an offer and SBP BSC Bank reserves the right to reject all the bids and may reinitiate disposal proposal.

Deputy Chief Manager
Admin Division,
1st Floor, SBP BSC (Bank), North Nazimabad,
Karachi
☎ 021-99005230
Email: gsu.nn@sbp.org.pk

Disposal of Vehicle at State Bank of Pakistan

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I. Instruction to Bidders

1. Vehicles are offered for disposal on “**As is, where is basis**”
2. **Evaluation of Bids:** Bidders will be declared successful on the basis of highest price offered for vehicle under consideration for disposal.
3. **Deadline of Bid Submission:** Bids shall be submitted by **Tuesday, January 02, 2024 till 03:00 pm.**
4. **Late bids submission:** Any bid received after aforementioned deadline will not be accepted and returned unopened to the Bidder.
5. **Bids Opening Venue and Time:** Conference Room, SBP BSC (Bank), North Nazimabad, Karachi on **Tuesday, January 02, 2024 on 03:30 pm.**
6. **Bid Security:** Bid Security shall be submitted along with the bidding documents, in shape of Pay order / Demand Draft drawn in favor of SBP BSC (Bank) HOK as per below table:

SN	Vehicle Type	Bid Security Amount
1	For Motor Vehicle	Rs. 10,000/-

Bid Security will be refunded to the unsuccessful bidders on receipt of written request on company’s letterhead after announcement of bids evaluation result.

7. **Bid Validity:** The Bids shall be valid for **120 days** from the date of bid opening.
8. **Mode of Payment:** Successful Bidder shall have to deposit **100%** of offered price of vehicle in form of pay order drawn in favor of SBP BSC (Bank) North Nazimabad before lifting of vehicle, within 07 days from the date of work order, failing which, the security amount will be forfeited and the bank reserves the right to award the contract to the Next Higher Bidder.
9. **Disposal Period:** Successful bidder shall lift/move disposable vehicle at his/her own safety, risk, cost labor and machine whatever required to remove from SBP premises, within 30 days after award of contract subject to realization of the Pay Order in SBP BSC (Bank) North Nazimabad and transfer of vehicle in the name of purchaser or his nominee from the respective ETO.

10. **Survey of Vehicle(s):** The bidders are strongly encouraged to visit and survey to get first-hand information regarding the condition, make etc. of the vehicle during 10:00 am to 4:00 pm on any working day before submitting the bids / offers.
11. **Queries of Bidder:** All queries regarding subject disposal should be communicated in writing to email gsu.nn@sbp.org.pk as mentioned the Bank at least 03 **days** prior to the date of opening of bids.
12. **Bid Opening:** Bids will be opened on the date, time and venue as mentioned above in the presence of bidders or their authorized representatives who may like to be present.
13. **Evaluation of Prices:** The Bank for any arithmetic errors will check bids; any discrepancy between the unit rate and total resulting from multiplying the unit rate by the quantity, the higher total amount will govern. The Bank will adjust the amount stated in the Bid, accordingly, which would be binding for the bidder.
14. **Code of Conduct:** The Bank will reject a bid for award, even if the recommended bidder found in corrupt or fraudulent practices, such as pooling, or giving bribery / prizes /any sum of money etc. for subject disposal. The Bank will declare such bidder as “**ineligible**” indefinitely or for a period, as decided by the management. Subsequently, bid security will be forfeited in such cases.
15. Bidder/Firm who has violated the law of land of any country and recorded in any sanction list will not be eligible to participate in the bidding/procurement process.
16. **Eligibility of Bidder:**
 - 16.1 The firm / bidder / suppliers Blacklisted or in litigation with any Government / Semi Government organizations shall not be eligible to bid under rule 19 of Pubic Procurement Rules, 2004.
 - 16.2 Bidder who has not performed satisfactorily with SBP will not be eligible to participate;
 - 16.3 The Bidders must not be designated or proscribed or listed by any local or international authority (ies), including but not limited to United Nations under the applicable Laws.

In this regard the bidders are required to submit affidavit on non-judicial paper of Rs.100/-
17. **Inconsistency of Bidding Documents with PPR, 2004:** In case any inconsistency is found between these bidding documents and PPR-2004, the provisions of the later will prevail over the former.

18. **Price Adjustment:** No Price adjustment shall be made for any variation in the market prices, taxes/ duties or changes in wages or the Law.
19. **Participation in Bid:** Bidder(s) can submit bid(s) for one or more than one disposable vehicles at their discretion.
20. **Award of Contract:** The bid price of each disposable vehicle will be evaluated separately. Award of Contract will be made on the basis of highest offered price for each disposable vehicle / motor cycle in consideration.
21. **Equality of Offered Prices:** In case, the highest bid/offer of similar amount if quoted by two or more bidders, then sealed supplementary bids will be collected on the spot or any other date and time notified by the Bank on prescribed format (to be provided by the Bank) from the bidders . The bidder(s) will submit only additional amount in supplementary bid which will be considered with original bid amount i.e. **(Original Bid Amount + Supplementary Bid Amount = Total Offered Amount)**. However, bidders are strictly advised to ensure their presence during bid opening stage to make the bidding process decisive on the spot.
22. **Transfer of Vehicle:** The successful bidder is solely responsible to get the vehicle transferred from the concerned Excise & Taxation Department. Delivery / possession of vehicle will be given after transferring the vehicle in the name of successful bidder with Excise & Taxation Office, and all charges on transfer and removal of vehicle from the Bank's premises shall be borne by the successful bidder.
23. If any dispute arises between the parties (the bidder & the Bank's Disposal Committee), the matter shall be referred to the Head General Services Department of SBP BSC, Head Office, Karachi who will examine the matter in detailed and give the decision, which will be final & binding upon the parties/bidders.
24. The Bank reserves the right to recover any amount from the Successful bidder against any losses or damages incurred to the property, data, or persons of the Bank due to the Successful bidder or his workers negligence.
25. In context of this contract, the successful bidder shall indemnify the Bank regarding all claims of compensations, claims, taxes, duties etc. in whatsoever from any labor organization,

government department, regulatory authority, court of law, or any other authority at any time during the execution of the Contract or after the execution of the contract.

26. The bidder will ensure safe and swift removal of disposable vehicle award in his/her favour, from Bank premises, further, no incidental claim will be borne by the Bank. In case of any loss/damage to Bank property, bidder will have to make all good as per original.
27. Once the vehicles are removed from the Bank's premises by the successful bidder or any of his authorized representative, the Bank will not be responsible for any subsequent loss or defect in the vehicle(s).
28. The successful bidder and his authorized representative shall have to strictly follow the rules & regulations of the Internal Bank Security Department.
29. **Confidentiality:** No Information will be shared during evaluation of bids until and unless Bid Evaluation Result will be displayed with relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the bidders who submitted the bids or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any bidders of confidential information related to the process may result in the rejection of its bid.

II. Details of Vehicle to Disposed Off

A) MOTOR VEHICLES:

Sr.No.	Registration No.	Make	Model
1.	GP-4833	Suzuki Bolan	2006

III. Forms of Proposals

Following should be the contents of the Proposal in sealed Envelope:		
1.	Bid Form	Form P1
2.	Bidder's Representative	Form P2
3.	Financial Bid Form	Form P3
4.	Bidder's Undertaking	Form P4
5.	Bidders' Blacklisting Status	Form P5

Form P1 – Bid Form

Date:

IFB No: No. Disposal Notice / 65600 /2023
Title: “DISPOSAL OF VEHICLE OF SBP BSC, NORTH NAZIMABAD”
Bidder: _____

To:
The Chief Manager,
1st Floor, State Bank of Pakistan – BSC (Bank)
North Nazimabad,
Karachi –Pakistan

Dear Sir:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, fully understood the terms and conditions of the bidding process mentioned in Section I. Instruction to Bidders.

We undertake, if our Bid is accepted, to lift/move disposable vehicle from the Bank Premises at our own responsibility without any additional charges.

If our Bid is accepted, we will submit 100% of offered amount of vehicle in form of pay order/ draft drawn in favour of SBP BSC North Nazimabad before lifting of disposed vehicle but maximum within 07 days after issuance of work order.

We agree to abide by this Bid for a period of **120 days** from the date fixed for Bid opening under Clause 5 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the highest offered prices or any bid you may receive.

Dated this _____ day of _____ 2023

[Seal & signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of M/s. _____

FORM P2 – Bidder’s Representative

IFB No: No. Disposal Notice / 65600 /2023
Title: “DISPOSAL OF VEHICLE OF SBP BSC, NORTH NAZIMABAD”
Bidder: _____

Duly filled and signed with Form of Bid by responsible person empowered to bind the entity	
i.	Status of Entity: Sole Proprietor/ Partnership / Company / Body Corporate
ii.	Name of Entity:
iii.	Company Legal Status: (Tick Anyone and provide relevant documents)
1.	In case of Individual / Sole Proprietor
a)	Copy of CNIC
b)	Affidavit that entity is individual / Sole proprietor
2.	In case of partnership /Association of Persons (AOP)
a)	Partnership Deed
b)	Any other relevant Document
c)	No. of Partners
d)	Name of partners along with CNIC
3.	In case of Company:
a)	Copy of Memorandum of Association/ Articles of Association
b)	Form 29
c)	Form A/B Filed with the SECP
d)	No. of Directors along with copy of CNIC as per return filed to SECP
iv.	Particulars of Responsible Officer of the Bidder like CEO/ Director/ Partner/Owner
a)	Name
b)	Telephone
c)	Mobile No.
d)	Fax numbers(if any)
e)	Email address
f)	Postal Address
g)	Specimen of Signature
v.	Contact details of Bidder Authorized Representative for this bid: Partner/Owner
a)	Name
b)	Telephone
c)	Mobile No.
d)	Fax numbers(if any)
e)	Email address
f)	Postal Address
g)	Specimen of Signature

FORM P3 – FINANCIAL BID FORM

IFB No: No. Disposal Notice / 65600 /2023
Title: “DISPOSAL OF VEHICLE OF SBP BSC, NORTH NAZIMABAD”
Bidder: _____

#	Registration No. of Vehicle	Unit Cost C (PKR)	Per Unit applicable Tax T (PKR)	Total Unit Cost Incl. applicable Tax (NC) (PKR)
1	GP-4833 Suzuki Bolan 2006			

Note:

- i. Prices should be inclusive of all applicable taxes and duties.
- ii. Before filling this form kindly read Instructions to Bidders at Section I.
- iii. The prices should include the price of incidental services. No separate payment shall be made for the incidental Services.

Seal & Signature of Bidder: _____

Date: _____

Form P4 - Undertaking by the Bidder

I ----- had visited the site and have fully understood the scope of work & specifications of disposable vehicles under consideration. The above rates are inclusive of all labor & transportation charges, Tool & machinery, applicable taxes/ duties, overheads, safety equipment/PPEs/measures etc. to lift/move disposable vehicle from the premises of the Bank. All the above Terms & Conditions are acceptable to me/our firm. We also undertake that the SBP / SBP BSC or any other Government / Semi Organization has not blacklisted me/ our firm.

Signature: _____
Name: _____
Date: _____

Form P5 – Bidder’s Blacklisting Status

Date: _____
IFB No: No. Disposal Notice / 65600 /2023
Title: “DISPOSAL OF VEHICLE OF SBP BSC, NORTH NAZIMABAD”
Bidder: _____

[Required on non-judicial stamp paper; value of stamp paper should be as per required value as per Stamp Duty Act]

To:

The Chief Manager,
1st Floor, State Bank of Pakistan – BSC (Bank)
North Nazimabad,
Karachi –Pakistan

Affidavit for Bidder’s Blacklisting Status

Dear Sir,

I/We hereby confirm and declare that neither I/We, M/s -----, has/have been Blacklisted by any Federal or Provincial Government Department, Agency, Organization or Autonomous Body anywhere in Pakistan during last 05 (five) years nor designated or proscribed or listed by any local or International Authority(ies), including but not limited to United Nations under the applicable Laws.

Detection of false declaration / statement at any stage of the entire Bidding Process / Currency of the Contract shall lead to Disqualification and forfeiture of Bid Security and/or Performance Security and termination of contract.

Seal & Signature of Bidder: _____

Date: _____